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RETURN TO

RECORDS MANAGEMENT DIVISION

SAMPLE OFFICE NOTICE INAUGURATING A REPORTS
MANAGEMENT PROGRAM

SUBJECT: ABC Office Reports Management Survey

1. GENERAL

This Notice sets forth procedures and responsibilities for an inventory and analysis of current reporting requirements, preparatory to establishing an Office-wide Reports Management Program.

2. OBJECTIVES

This survey will provide the foundation for a continuing program designed to:

- a. Eliminate and prevent unnecessary reporting.
- b. Insure that instructions, forms, and procedures for necessary reporting are clear and complete to provide simple, direct reporting methods.
- c. Improve the quality of reports.
- d. Provide a central reference point for information on reports.

In brief, the ABC Office Reports Management Program will mean fewer reports, better reports, at less cost.

3. DEFINITIONS

- a. Report - An account or statement of information prepared in written narrative, tabular, punch card, or graphic form, and transmitted from one organizational element to another on a recurring basis.
- b. Administrative or Management Report - As distinguished from an operational or intelligence report, it is a report that provides for administrative or management control over an activity or operation.
- c. Recurring Report - Either a periodic report which conveys essentially the same type of information regularly at prescribed intervals (daily, weekly, monthly, etc.) or a situation report which is prepared on each occurrence of an event of certain prescribed characteristics.

4. SCOPE

With the exception of those reports and documents listed in Enclosure 1, the inventory and analysis shall include all recurring administrative or management reports which ABC Office components either require from, or prepare for:

- a. Other Headquarters components, including those in the ABC Office.
- b. Any continental or overseas field activity.
- c. Any organization (Federal or private) outside the Agency.

5. RESPONSIBILITIES

- a. The Chief, Administrative Staff in collaboration with the Area Records Officer, shall:
 - (1) Direct the inventory by providing guidance and interpretations.
 - (2) Serve as the collecting agent for inventory and analysis material.
 - (3) Review findings and recommendations resulting from analyses, and conduct such additional studies as deemed necessary.
 - (4) Submit to the Chief of ABC recommendations for eliminating, simplifying or otherwise improving reports.
- b. Chiefs of Staffs and Divisions shall:
 - (1) Direct that the inventory and analysis be conducted within each component under their authority.
 - (2) Review recommendations and findings of subordinate components.
 - (3) Forward the inventory and analysis material on each reporting requirement to the Chief, Administrative Staff, prior to _____ 1954.

6. PROCEDURE

- a. Inventory and Analysis - Enclosure 2 provides detailed instructions for inventorying and analyzing reporting requirements. Additional copies of this guide and the forms to be used during this survey may be obtained from the Administrative Staff, extension 1234.

- b. Approval of New or Revised Reporting Requirements -
Effective immediately, any proposal to establish a new reporting requirement, or to revise an existing one, shall be submitted through the Chief, Administrative Staff, to the Chief of ABC for approval.

7. CONTINUATION OF THE PROGRAM

This Notice will be rescinded by an ABC Office Instruction upon completion of the reports survey. At that time, policies, responsibilities, and procedures for a continuing Office-wide Reports Management Program will be established. Suggestions for a program to meet our needs are invited.

U. R. WRIGHT
Chief of ABC

TYPES OF REPORTS AND DOCUMENTS EXEMPTED FROM THE
ABC OFFICE REPORTS MANAGEMENT SURVEY

1. Reports providing for the collection, production, and dissemination of intelligence.
2. Reports of inspection prepared by inspectors general.
3. Official reports of audit, survey, or investigation by administrative bodies appointed for that purpose.
4. Formal reports of official proceedings of formally constituted judicial or administrative bodies appointed for that purpose.
5. Formal reports of findings, recommendations, or actions prepared by special committees or boards appointed to inquire into and report on a particular matter. However, recurring reports initiated by such committees or boards to obtain data required for their work are not exempt under this provision.
6. Comments and/or concurrences as part of routine clearance of proposed actions, requisitions, or publications.
7. One-time recommendations, suggestions, or evaluations as to plans, policies, or procedures, and official employee or beneficial suggestions.
8. Replies to requests for suggested agenda for meetings.
9. Agency budget requirements:
 - a. The annual budget estimate or request for funds required by law. This exemption does not include periodic collections of data used to develop or supplement budget estimates or fund requests.
 - b. Reports upon apportionment and allocation of appropriated funds.

TYPES OF REPORTS AND DOCUMENTS EXEMPTED FROM THE
ABC OFFICE REPORTS MANAGEMENT SURVEY (Cont.)

10. The following operating documents:

| | |
|--------------------------|--------------------------------|
| Affidavits | Identification |
| Agreements | Leases |
| Announcements | Liens |
| Applications or requests | Oaths of office |
| Authorizations | Payrolls |
| Bids | Permits |
| Bills | Performance bonds |
| Bills of lading | Receipts |
| Certifications | Receiving-and-inspection forms |
| Claims | Requisitions |
| Contracts and initial | Sales slips |
| allied papers | Shipping orders |
| Depositions | Specifications |
| Guarantees | Statements of witnesses |

This exemption covers only the actual operating documents themselves. Reports concerning progress in preparing, numbers processed, etc., are not exempt.

PROCEDURES FOR CONDUCTING THE ABC
OFFICE REPORTS MANAGEMENT SURVEY

1. GENERAL

- a. The reports survey is an essential step in establishing the ABC Office Reports Management Program. It provides the foundation, that is: (1) A complete description and case history of each reporting requirement, and (2) an analysis of these requirements to point up reporting deficiencies and ways to correct them. In addition, the survey will provide experience on which policies and procedures for continuing the program can be based. The importance of this survey thus dictates that persons selected to participate should have a broad knowledge of their component's reporting requirements, and be qualified to analyze them objectively for possible improvements.
- b. The following terms apply to simplify stating survey procedures:
 - (1) Required Report (Incoming Report) - A report which a component requires from one or more other elements. The report is an incoming report to the office which requires it.
 - (2) Prepared Report (Outgoing Report) - A report which a component prepares at the request of another element. The report is an outgoing report from the office which prepares it.

2. THE INVENTORY

- a. Take the following action on each current requirement for either a required or prepared report:
 - (1) Complete an original and one copy of either Required Reports Analysis Sheet, Form No. 143 (Attachment A), or Prepared Reports Analysis Sheet, Form No. 144 (Attachment B).
 - (2) To the original of each Analysis Sheet, attach one copy of each directive affecting the report, a specimen copy of the report, and any other descriptive material.
- b. It will not be necessary to furnish copies of directives (authorities) issued as Agency or ABC Office Regulations, Instructions or Notices.

3. THE ANALYSIS

- a. Personnel shall analyze each reporting requirement concurrent with taking the inventory. The need for required reports will be fully justified. Prepared reports shall be analyzed with a view to improving preparation procedures, and recommending to the requiring office, ways to reduce or simplify reporting.
- b. Forms No. 143 and 144 contain questions which establish criteria for analyzing reports. Additional and more detailed guides are provided in Attachment C, "Analyzing Requirements for Administrative and Management Reports."

4. SUBMISSION OF INVENTORY AND ANALYSIS MATERIAL

Completed Analysis Sheets, together with supporting material, shall be forwarded through supervisors and component chiefs for review, prior to being submitted to the Chief, Administrative Staff by _____ 1954.

| | | | |
|--|--|--|--------|
| 1. REPORT TITLE | | 2. DATE ANALYZED | |
| 3. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT | | | |
| 4. REPORT FORMAT (Form no., memorandum, machine tabulation, etc.) | | 5. FREQUENCY OF REPORT AND NUMBER OF COMPONENTS REPORTING | |
| | | <input type="checkbox"/> DAILY <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-AN <input type="checkbox"/> SITUATION (No. of reports received annually) <input type="checkbox"/> WKLY <input type="checkbox"/> QTRLY <input type="checkbox"/> ANNUALLY <input type="checkbox"/> OTHER _____ | |
| 6. NUMBER OF COPIES REQUIRED AND THEIR DISTRIBUTION | | | |
| 7. Considering every organizational element of the Agency concerned with this report, what is your best estimate of the total man days expended <u>annually</u> in its preparation and handling?..... | | | |
| 8. Complete the following using Space 9 if necessary: | | | YES NO |
| a. Does this report duplicate in whole or in part any other report known to exist in the Agency? If so, explain. | | | |
| b. Is the information required by your office appropriate to its assigned functions, responsibilities, and authority? | | | |
| c. Is the information required actually and actively used as a basis for plans, actions, or decisions, and does such use fully justify the cost of the report? | | | |
| d. Is the information reported in more detail, submitted more frequently, or given wider distribution than is necessary to serve the purpose for which the report was established: | | | |
| e. Does the need for this report result from administrative or procedural problems which should be corrected rather than reported? If so, recommend changes. | | | |
| f. Is the report designed to serve a purpose which could be accomplished more effectively some other way such as through direct supervision or inspection? If so, recommend an improved way. | | | |
| g. Is the form or format of the report adequate with respect to: (1) Spacing? (2) Weight of paper? Can sufficient copies be prepared at one typing?.... (3) Possibility of submitting the report in a more concise manner? | | | |

9. What is the justification for continuing the requirement for this report? Recommend any revisions. In your appraisal consider the volume of data already collected, changes in organization and functions, program progress, trends, etc., since the reporting requirement was established.

(Continue on separate sheet, if necessary.)

REPORT WAS ANALYZED BY:

COMPONENT

BUILDING

ROOM NO.

PHONE

REVIEW BY CHIEFS OF COMPONENTS

RECOMMENDATIONS

(Continue on separate sheet, if necessary.)

SIGNATURE

TITLE

DATE

RECOMMENDATIONS

(Continue on separate sheet, if necessary.)

SIGNATURE

TITLE

DATE

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| | | | |
|---|--|---|--------|
| 1. REPORT TITLE | | 2. DATE ANALYZED | |
| 3. AUTHORITIES OR DIRECTIVES REQUIRING THIS REPORT | | | |
| 4. REPORTING FREQUENCY (Daily, weekly, monthly, as situations occur, etc.) | | 5. REPORT FORMAT (Form no., memo, machine tabulation, etc.) | |
| 6. NUMBER OF COPIES PREPARED AND THEIR DISTRIBUTION | | | |
| 7. BRIEF DESCRIPTION OF HOW REPORT IS PREPARED (Include information on records maintained, machines utilized, requirements for data from other offices, average number of pages per report, etc.) | | | |
| 8. Complete the following using Space 10 if necessary: | | | YES NO |
| a. Does information in this report duplicate in any manner data contained in other reports your component prepares? If so, specify the reports. | | | |
| b. Is the information reported in more detail, submitted more frequently, or given wider distribution than is considered necessary? If so, explain and recommend changes. | | | |
| c. Is your office able to meet the required submission date for this report without detriment to operations? If not, explain. Specify if any overtime has been required to meet due dates. Recommend changes. | | | |
| d. Is the form or format prescribed for the report adequate with respect to: | | | |
| (1) Spacing?..... | | | |
| (2) Weight of paper? Can sufficient copies be made at one typing?..... | | | |
| (3) Possible elimination of transmittal correspondence?..... | | | |
| e. If the report is reproduced by mimeograph, Ditto, multilith, etc., do the masters contain the maximum amount of preprinted data (headings, lines, etc.)? | | | |
| f. Are instructions for the preparation of this report clear and complete? | | | |
| g. Would your office continue to: | | | |
| (1) Maintain..... | | | |
| (2) Compile..... | | | |
| the data being submitted in this report if the directives for its submission were removed? | | | |

9. Considering the elements of preparation outlined in Space 7, what is your best estimate of the preparation and handling of this report?.....

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10. What is your appraisal of this report? Recommend any improvements, including revised preparation procedures.

(Continue on separate sheet, if necessary.)

| | | | | |
|-------------------------|-----------|----------|----------|-------|
| REPORT WAS ANALYZED BY: | COMPONENT | BUILDING | ROOM NO. | PHONE |
|-------------------------|-----------|----------|----------|-------|

REVIEW BY CHIEFS OF COMPONENTS

RECOMMENDATIONS

(Continue on separate sheet, if necessary.)

| | | |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

RECOMMENDATIONS

(Continue on separate sheet, if necessary.)

| | | |
|-----------|-------|------|
| SIGNATURE | TITLE | DATE |
|-----------|-------|------|

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